

# LORING JOB CORPS CENTER

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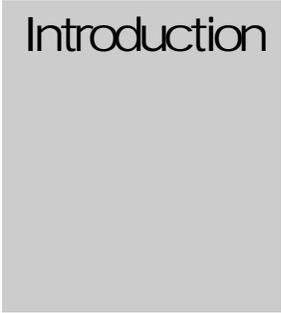
Operated by: **Training and Development Corporation**



## Student Handbook/Resource Guide

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# Introduction

## Center Director's Message:

**Congratulations on making the important decision to join Job Corps! I wish to welcome you to the Loring family. We celebrate with you this major step you have taken in your life, and are excited to be a part of your goals for the future. It will require a great deal of dedication, self sacrifice and hard work on your part to fulfill your career goals. There are no easy answers or solutions to achieve success in your life. You have already taken advantage of an opportunity by committing yourself to increasing your options in the future by being with us today!**

**I will challenge you to decide to take full advantage of all that is offered here at Loring. You have, at your fingertips, the potential to grow, change, and become whomever you choose to be. I am confident you will realize the vision you build for yourself.**

**As students of Loring, you will be expected to conduct yourselves as adults. We believe in an environment that places responsibilities on all members of our community. Your part in our community is extremely important; it is as important as any one of your fellow students or staff.**

**If all of us use this time to learn mutual respect for each other, we can enjoy a community that is supportive, safe, and fun. We believe in the opportunity to teach and learn from each other. We must all live by the expectations and guidelines of our community and remain good caretakers of the Center. Let it be your goal to graduate successfully from the program at the highest skill level possible, while contributing to making Loring better for the students that will follow you in future years.**

**Please read this handbook carefully and keep it as a reference throughout your stay. It will provide you with information you will be expected and need to know.**

**I wish you all the best.**

**Jim Posey**

**Center Director**

## Loring and the Surrounding Community

### Our Community Image

Loring Job Corps Center is community based, which means that we are part of the Northern Maine community. Because we are a part of a community, it means that we all must think about how the Center will look to its neighbors. Dress, language, and how you represent yourself are all important. Please be sure you are representing yourself and your fellow students as positive, focused adults.

### Aroostook County

Aroostook, “The County”, is Maine’s largest and northernmost county, and is also the largest county east of the Mississippi River. The County has inspired countless travelers, including Longfellow and Thoreau. From Houlton’s Market Square in the South to Madawaska - the northeastern-most point in the United States – Aroostook has all the resources that can make a visit great. Summertime is a case in point. There are 2,000 rivers, streams, and lakes in Aroostook, to lure those who love fishing and canoeing alike. In Aroostook, there are hiking trails rated among the nation’s best, where you can walk or ride on horseback through fragrant woods.

### City of Caribou

The city of Caribou, with a population of 10,000, is located on the Aroostook River in the geographical center of Aroostook County. Caribou is located 150 miles from the Atlantic Ocean, and 12 miles from the Canadian border. The Caribou area is indeed the gateway to the outdoors, providing a wide range of activities year-round. The opportunities are virtually unlimited... in the scenic beauty of our lakes, streams, mountains, fields, and forests.

### Town of Limestone

Limestone is a township with a population of 2,100 people. It is located on the eastern side of Aroostook County, adjoining New Brunswick, Canada on its eastern boundary. A relatively small, close-knit community, Limestone is rural in nature, and is strikingly scenic with its outdoor recreational resources. The

community is a blending of agricultural and residential characteristics. The Loring Job Corps Center is situated in Limestone, Maine, on the former Loring Air Force Base.

## Mission Of Job Corps and the Training and Development Corporation

### **Job Corps' Mission Statement**

“As a national, primarily residential, career development program, Job Corps' mission is to:

- 1) Attract eligible young adults;
- 2) Involve them in a career development services system which begins prior to enrollment and continues through post-center services;
- 3) Assist them in acquiring skills the need to achieve their career goals and live independently; and
- 4) Support them in entering and remaining in meaningful jobs or further education”

### **Training and Development Corporation's Mission Statement**

“Training and Development Corporation is committed to improving access and performance of people and institutions in the economy by acting with care and consideration in developing, implementing, and managing high performing education and training programs.”

The Training and Development Corporation (TDC), which runs the Loring Job Corps Center for the Department of Labor (DOL), has created a Learning Community that believes:

- People learn best by doing authentic and meaningful work
- Students deserve an education that meets their needs, and that allows them to be in control of their learning goals
- Constructive learning principles underlie high performing education environments
- All students can learn to high levels
- Technological fluency is a Twenty-First Century skill

In short, we have created WORKS Enterprises that assist in daily operations of the Center. We firmly believe that by establishing a workplace environment in which students learn, as well as contribute, is far more valuable than other more “traditional” learning environments.

## Structure Of Career Development Services Systems

Loring, along with all Job Corps Centers across the nation, has structured the Center to include: Career Development Services Systems (CDSS).

For up to the first sixty (60) days on Center, you will participate in **Career Preparation**.

You will be expected to:

- Acclimate to life at Loring
- Learn employability, job search, and computer skills
- Work with staff to create and commit to a Personal Career Development Plan (PCDP)
- Visit and learn about our One-Stop Career Center

After you have completed your Career Preparation Period and have committed to a Personal Career Development Plan, you will enter into the **Career Development Period**.

You will be expected to:

- Learn a trade
- Achieve academic goals
- Learn communication, problem solving, and social skills
- Continue to work on employability, job search, and computer skills
- Begin job search
- Prepare for independent living
- Participate in the operation of the center through your work enterprise
- Participate in a paid or unpaid Work Based Learning experience for up to six months.

Upon successful completion of Career Development, you will enter into the **Career Transition Period**. The initial part of Career Transition occurs on Center. Once you have completed all on-Center goals, you will be referred to an Employability Assessment Panel (EAP). At this time, you will begin a Transition Plan that addresses your needs for transitioning into the community of your choice.

You will include in your plan the following:

- Job search, College, or Advanced Training
- Housing needs- both short and long term
- Transportation needs

- Child care needs (if applicable)
- Support services (if applicable)

## How to Use This Handbook

- The Center Expectations/Responsibilities section provides you with those expectations and responsibilities that will follow you throughout your stay here at Loring, regardless of which Career Period you are participating in.
- Each Section is designed to present information that will be useful throughout your stay and beyond. Each Section is broken down into Purpose, Expectations, Benefits, Resources/Problem Solving and finally a FAQ Sheet.
- Loring's Student Handbook is designed to provide you with an ongoing resource to answer questions, direct you to the appropriate department/individual that may assist you in answering questions, and solving issues.

# Center Expectations and Responsibilities

## Purpose:

Loring, as with any workplace, has established common expectations and responsibilities for all to follow. Our sense of community is dependent upon each individual understanding and committing to the norms established. It is vital to your success that you understand, participate in and hold yourself accountable to the Center's expectations.

## Expectations:

Because Loring bases its expectations of conduct on work place standards, you can expect that much of what follows to be common expectations in work places across America today. Many of the standards in the Code of Conduct have also been established by the Department of Labor (DOL) as requirements of all Job Corps Centers, to include Loring.

## **Student Human Resources**

Every student has the right to participate in the Job Corps program, without being subject to violence, drug abuse, and other negative behaviors. That is why Job Corps uses a Student Conduct System which clearly defines boundaries, and what the consequences of your decisions will be. We recognize positive,

productive behavior, as well as intervene and assist when there is inappropriate behavior.

Staff are required to report negative behavior to the Student Human Resource Manager (SHRM), who oversees the entire Student Conduct System. The SHRM processes the reports, imposes sanctions, and when necessary, schedules a Center Review Board (CRB).

Job Corps defines its Student Conduct System in three levels: Level III, Level II, and Zero-Tolerance. Level II offenses require an automatic fact-finding CRB. If you are found guilty, the likely consequence is separation from the program.

The following is a list of sanctions that may be used by the SHRM in response to any poor decision making:

- Spoken or written reprimand
- Suspension of privileges
- Fines
- Work details or projects
- Restitution
- Written assignments
- Special projects
- Contracts
- Staff referrals
- Referral to TEAP
- Referral to Center Review Board

This Section will provide you with an outline of commonly held expectations that you will be held accountable for.

### **LEVEL III OFFENSES (MINOR)**

- Profanity, abusive, or obscene language
- Refusal to perform assignment or failure to follow staff instructions
- Absent from assigned activities (curfew, class, appointment, etc.)
- Disruptive behavior that interferes with the learning or rights of others
- Cutting lines
- Violations of Center dress code
- Failure to clear the dormitory on time
- Smoking in an unauthorized area

**Sanctions include: Verbal Intervention for 1<sup>st</sup> offense to Center Review Board to initiate the process of separation for a Pattern of Inappropriate Behavior.**

### **LEVEL II OFFENSES (MAJOR)**

- Explicit sexual behavior
- Physical abuse to self or others
- Gambling
- Unauthorized or off-limits area
- Hitch-hiking
- Having a private vehicle on Center
- Unauthorized absence from Center
- Possession of unauthorized goods
- Verbal abuse to others
- Other actions or behavior established by the Center Director
- Dangerous horseplay

**Sanctions include: Written Warning for 1<sup>st</sup> offense to Center Review Board to initiate the process of separation for a Pattern of Inappropriate Behavior.**

### **Major Violations Which May Result in a Center Review Board**

- Ethnic agitation and racial name calling
- Fraud
- Sexual activity on Center
- Violation of federal, state, or local laws and ordinances
- Positive breathalyzer test or being under the influence of alcohol
- Possession of a toy/replica firearm
- Possession of unauthorized goods
- Vandalism
- Having or being an unauthorized visitor in room
- Visiting the dormitory of the opposite sex
- Indecent exposure
- Illegal or inappropriate actions in the community
- Causing an embarrassment to the Center
- Breaking and entering
- Violations of Center safety rules
- Breaking a probation contract
- Giving or receiving a tattoo on or off Center
- Giving or receiving body piercing on or off Center
- Committing an unsafe act
- Misuse or abuse of government property
- Selling any item to another student which is not authorized through fund raising, or loaning money with or without a fee.

## Automatic Center Review Board

- Fighting (that does not cause bodily harm to staff or students)
- Sexual harassment
- Theft or possession of stolen goods
- Inciting a disturbance or creating disorder
- Hazing, initiation, or harassment without assault
- Loan sharking
- Destruction of government or private property
- Arrest for a misdemeanor on or off Center
- Gang activity (including, but not limited to, wearing gang clothing, colors, signs or handshakes
- associated with known gangs)
- Inhalation of volatile intoxicating substances on Center or under Center supervision
- Use, possession, or sale of alcohol on Center
- Pattern of inappropriate behavior, failure to follow Center rules, or lack of full participation in all
- required Center activities as determined by the Center Director
- Physical assault with the intent to do bodily harm to student or staff
- Possession of an item that could be used as a weapon on Center or under Center supervision
- Threat of assault with the intent to intimidate

## Zero Tolerance – Automatic Termination

### **Zero Tolerance Policy**

When you applied for acceptance into Job Corps, you signed a certification agreement on the Zero Tolerance for Violence and Drug-Free Policy. Zero tolerance means the Center will not tolerate, allow, or overlook any violent or drug-related incidents – including a “one strike and you’re out” policy for criminal offenses.

- **Possession of an illegal weapon on Center or under Center supervision**
- **Physical assault that causes bodily harm to staff or student**
- **Sexual assault of a criminal nature**
- **Robbery and/or extortion**
- **Arson**
- **Arrest for a felony on or off Center**
- **Possession or sale of drugs on Center or under Center supervision**
- **Conviction of drug use, possession or sale off Center (felony or misdemeanor)**
- **Use of drugs as evidenced by a positive test conducted upon suspicion or a second positive drug test by the end of the 45-day probation period.**

**Students Right To Appeal: Center Review Board Appeal**

If you are terminated from the Center for disciplinary reasons, you have the right to appeal the Center Director’s termination decision to the Regional Office. A termination by the Center Review Board may be appealed to the Regional Office within 30 calendar days. The Student Human Resources Manager will assist you in preparation of the proper paperwork if you need this service.

The address of the Regional Office and Director is:  
 U.S. DOL/Office of Job Corps  
 JFK Federal Building, Room E-350  
 Boston, MA 02203

**Legal Services:**

If you need a legal representative in a criminal or civil case, you have the right to obtain the services of a public attorney. If you are not appointed a public attorney, you should contact the Student Human Resources Manager, who will assist you, and advise you of your legal rights.

**Rights Versus Responsibilities:**

Every student participating in the Job Corps program has certain rights and with these rights comes certain responsibilities:

You have the:

<b><i>Right To:</i></b>	<b><i>Responsibility To:</i></b>
<b>An education</b>	<b>Help maintain a Learning Community that allows others to obtain an education.</b>
<b>Be safe and secure</b>	<b>Help maintain a safe environment; to be sure that your actions do not endanger the health and safety of others</b>
<b>Be treated with respect</b>	<b>Treat others with respect</b>
<b>Express your feelings and opinions</b>	<b>Allow others to express their feelings and opinions without interrupting or criticizing; Express yourself so people will</b>

	<b>listen.</b>
<b>Ask for and receive help</b>	<b>Respect and support other students when they ask for help. Help others feel comfortable about asking questions.</b>
<b>Be heard</b>	<b>Be sure that your actions do not keep others from being heard</b>
<b>Make your own decisions and set your own goals</b>	<b>Investigate all options before deciding and be willing to live with the consequences of your decision</b>

### **Right to Privacy:**

You are entitled to privacy in accordance with federal, state, and local laws, and with respect to these policies: No information, other than general information about you, will be released to anyone without your signed consent. If you are a student under the age of 18, the signed consent of your parent or legal guardian is required.

The Center will ensure that each student's area, including any storage for belongings, remains private. Locks will be provided for your personal locker. Personal locks are not allowed. Room keys are not to be shared with another student. The replacement cost for keys is \$10.00. It is your responsibility to ensure your belongings are secure. Neither students, nor their belongings, may be searched or examined, except under the following circumstances:

- Daily room inspections
- Weekly locker inspections
- Searches for unauthorized goods, with Center Director approval
- Searches for evidence of crime
- Canine drug searches conducted randomly and periodically with the approval of the Center Director

### **Scope of Search**

No search will be wider than what is necessary to accomplish the specific purpose of the search. However, all unauthorized goods will be confiscated, and disciplinary action may occur as a result.

### **Equal Employment Opportunity:**

No student shall be discriminated against because of race, color, age, religion, gender, national origin, disability, or political affiliation. You have the right to be treated equally, with no discrimination of any kind, with respect to housing, training, working assignments, eating arrangements, or other Center activities.

During Career Preparation, the Equal Opportunity (EO) Officer will meet with you and explain the Center EO and Sexual Harassment policies, and will explain in detail the process for filing a complaint.

If you feel you have been discriminated against due to any of the characteristics listed above, contact the EO Officer, who is trained to handle your complaint and help you resolve the situation or file a complaint.

You also have the right to file your complaint in writing (within 180 days of the alleged violation) directly with the Directorate of Civil Rights if you have not received resolution on Center. The address is:

Directorate of Civil Rights  
200 Constitution Avenue, NW  
Room N4123  
Washington, DC 20210

### **Sexual Harassment:**

Sexual harassment of any form is not tolerated at Loring Job Corps Center. Any report of sexual harassment should be made to the EO Officer, who will investigate your complaint, and take the steps necessary to prevent continued harassment. Every effort will be made to maintain confidentiality.

#### **Definition of Sexual Harassment:**

Sexual harassment can be words, pictures, looks, or actions. It is unwanted, uncomfortable, and suggestive attention to a person's sexuality which humiliates, belittles, embarrasses, degrades, manipulates, or threatens that person, or which pressures them to engage in sexual activity. Both men and women can be sexually harassed. Sexual harassment includes touching, questions, jokes, stories, and interference which would make a reasonable person feel uneasy.

## **Filing a Sexual Harassment Complaint**

1. Report your complaint to the Student EO Officer as soon as the incident occurs, or as soon as the pattern of offensive or harassing behavior is established.
2. The Student EO Officer will help you determine whether or not your complaint should be put in writing, and will assist you in doing so.
3. Once a written complaint is received by the Student EO Officer, an investigation will be done by the Officer on behalf of the Center. The Student EO Officer will attempt to resolve the complaint within 14 days. The Student EO Officer, on behalf of the Center, will issue a written determination of the complaint and the investigation.
4. If it is determined that sexual harassment has occurred, swift and decisive action will be taken.
5. If the complainant is dissatisfied with the initial determination by the Student EO Officer, the determination may be progressively appealed to the Center Director, and finally to the President of TDC. The complaint and the determination will be reviewed at each stage.
6. If a complainant is dissatisfied with the initial complaint procedure, or the determination made by the President of TDC, the complainant may appeal to the Directorate of Civil Rights. The address is:

Directorate of Civil Rights (DCR)  
200 Constitution Ave, NW  
Room N4123  
Washington, DC 20210

## **Occupational Health and Safety:**

Safety and accident prevention are the responsibility of all staff and students. It is up to all of us at Loring to ensure safety and occupational health for all. The goal is to provide a safe and healthy workplace.

All hazardous conditions and/or safety problems should be reported immediately to the Center Safety Officer. Staff and students have the right to report any hazardous conditions to the Regional Safety Manager. For further contact information, please see the Center Safety Officer for details.

## **Unauthorized Goods: (Will need an updated listing)**

### **Off-Limits Areas**

In order to protect the health, safety and property under our care, the following areas are considered off limits. If you have any questions about whether an area may be considered off limits, please ask an available staff person.

- The woods in and surrounding the Center and Loring Development Authority (LDA) property.
- The runway, flight line, hangars, warehouses, and all towers on LDA property.
- All vacant buildings on LDA property.
- The motor pool vehicle parking area.
- Opposite gender resident halls and rooms, with the exception of the co-ed lounge.
- Any Center building when closed.
- Any unsupervised office without permission.
- Dormitories from 7:30 A.M. until 4:00 P.M., Monday through Friday, without permission.
- Laundry rooms during off-use hours.
- Any closed dormitory wing.
- Any roofs or basements.
- Classrooms when not in use (i.e. lunch, breaks, etc.)

## Fire Prevention

To be fully prepared in the event of a fire emergency, remember the following:

- Know where all exits and Rally Points are in all buildings you use.
- Familiarize yourself with where the nearest fire extinguishers are located.
- Know where the nearest fire alarm pull stations are located.
- Respond to every fire alarm as if it is the real thing. Fire alarm drills are not announced. Get to your assigned Rally Point and never re-enter the building until instructed to do so by the Center Safety staff.
- Smoking is not allowed in any buildings on Center. Smoke only in designated smoking areas.
- Never hang anything from smoke detectors or sprinkler heads.

For more safety tips, please contact any Community Safety staff member or the Center Safety Officer.

**Note:** False reporting or pulling of a fire alarm is a Felony. It is also an automatic Center Review Board offense, and will also result in your paying any fees that are the result of the fire department reporting to the incident!

## Energy Conservation

Loring Job Corps maintains an energy conservation system in order to maintain adequate energy services to all Loring community members and buildings, while respecting the environment and the need to conserve both energy and costs. We respectfully request that you assist us by:

- Lower the temperature in your room to 70° when leaving.
- Close all windows and shut off all lights upon leaving your room.
- Defrost refrigerator regularly.
- Unplug curling irons when not in use.

### **Transportation Safety**

Whenever Center transportation is provided, it is mandatory that you follow these guidelines for your safety as well as the safety of others:

- Listen to and follow all instructions given by the driver.
- When loading onto buses, stay on the sidewalk away from the travel lane, and wait for the bus to come to a complete stop before approaching.
- Do not crowd in front of or rush approaching buses or vehicles. When boarding a bus, please do not push and shove.
- When riding in government vehicles equipped with seatbelts, all staff and students must secure them before the vehicle is moved. There are no exceptions to this rule. It is a Maine state law that all car and truck passengers must have their seatbelts secured.

### **Tort Claims:**

If you find that some of your personal belongings have been stolen or damaged, through no fault of your own, contact Community Safety. The Federal Government has strict guidelines on what constitutes a Tort Claim. Our staff will assist you in determining whether or not you qualify for a Tort Claim, as well as assist you in documentation.

### **Non-Residential (Commuter) Student Accountability**

Commuter students are required daily to sign into the serialized register system at the Data Management office. Commuter students are invited to eat any or all meals in Dahlgren Dining Hall, participate in the full range of recreational activities, and be represented on the Student Government Association. While on Center, during the day you may secure your personal belongings in the Education Technologies building. If you stay or return for evening programming, you are considered a visitor and must sign in and out at the Safety Office in Katahdin Hall.

### **On Center Student Accountability**

Residential staff are required several times through out the night to conduct student accountability checks. It is important that you sleep in your assigned beds and rooms, as well as follow all sign in and out procedures. If you are

marked absent from your accountability, your status from being “Present” to unaccountable is automatic. If you are mistakenly marked absent, see your Residential Advisor or go to the Data Management department to sign in.

## Center Dress Code

In keeping with the work place expectations, the Center’s Dress Code reflects the professionalism of our student population. There are varying expectations, so please take some time to review as these will assist in your success here at Loring. Staff is required to address any violations and you are expected to fulfill these expectations at all times.

For students participating in an Enterprise that is known for its business structure, (TechWORKS, HealthSupportWORKS, and Career Preparation) a business attire is appropriate. Many of our Enterprises, or specific vocations within Enterprises, have specific dress code requirements based on industry standards. To prevent any confusion, keep in mind our professional expectations, as well as our need to remain in compliance with all state/federal Health and Safety regulations.

There are a few common expectations that are the same for all Dress Code requirements, regardless of the Enterprise, time, or day of the week.

They are as follows:

- Hair color will remain a natural color. This includes weaves and extensions. For example, green or bright pink hair is not acceptable on Center at any time. If you have any questions or require further clarification, please do not hesitate to ask a staff person for assistance. No designs may be shaved or braided into any hair style.
- It is expected that all students will be well groomed and show excellent personal hygiene habits.
- Facial piercing, including tongue studs, or plugs, are not acceptable during the Program day. This includes during lunch time and breaks. If you are having difficulty removing any piercing, please seek assistance from the Wellness Center staff.  
If you chose to get a piercing while participating in the Program, or directly prior to your arrival, you run the risk of the piercing closing, as other implements ( for example, a tooth pick, staple, or piece of straw are not acceptable options.) Covering facial piercing(s) with band aids, etc is also not an acceptable option.
- Head gear: A simple way to show knowledge and respect for expectations is to understand our head gear policy.

- Hats, baseball caps or scarves, etc are not to be worn inside of buildings. Hoods are to be lowered.
- Do rags and stockings to protect hair are to be worn to bed as intended. This is the only acceptable time to be seen with either.
- It is not appropriate at any time for shirts, or other non hat material, etc to be worn on the head.

If you have a question about religious requirements, please clarify with staff on the expectations of your religious practices.

- Portable electronics: Given the expectations in every work place, all portable electronics are expected to remain in the dormitories during the Training/Program day. They are not to be played with or worn during all meals, or break time. We are proud of our professional environment and request your cooperation in this matter.
- Cross dressing is strictly prohibited while on Center or during Center sponsored functions.
- Given that the Department Of Labor has a clearly stated policy on gang, or gang-like activity, we respectfully request that individuals chose to vary the clothing colors regularly. It is extremely important that each individual take the responsibility for protecting their reputation against any misunderstandings. If you find yourself in need of an Emergency clothing trip, please see your Residential Advisor immediately for assistance in the process.
- Under no circumstances is it appropriate, at any time, to display foul, obscene, gang, or gang- like material. If you have a question about whether the possibility exists that it will be misunderstood, seek assistance and clarification from staff immediately.
- Bath robes or sleep wear is not acceptable in public areas.
- Tube tops, halter tops, or undergarments worn as outer wear is not acceptable at any time.
- Foot wear: In order to comply with state and federal health and safety regulations, certain foot wear is not acceptable in some areas. Flip flops, slippers, and barefooted are not allowed into the Dining Hall at any time and are not acceptable during the Training/Program day. Certain vocations require specific footwear as part of your Personal Protective Equipment (PPE's). This is non negotiable and expected. Specific requirements are presented by vocation under the Career Development Period of the Handbook.
- Appropriate undergarments must be worn. If there are questions requiring clarification, please seek assistance from staff.
- Please be aware that we are defining a general description. If you are in doubt as to our intended definition of professional, please seek assistance from staff. A general description is as follows.

- Pants are to be worn at the waist and not excessively baggy. No rolled up pants legs at any time. If you require clarification, please seek assistance from staff.
- Skirts are to be no shorter than 3 inches above the knee (this includes slits in longer skirts)
- All clothes and foot wear will be free of holes, rips, tears or graffiti
- Shirts and blouses will remain buttoned to cover midriff and torso. Muscle shirts and tank tops are unacceptable during the Program/Training day.
- See through clothing, even when layered in not acceptable during the Program/Training day.
- Shorts (during Summer) are to be no shorter than 3 inches above the knee. The Center will make an announcement when shorts will be acceptable to be worn during the Training/Program day.

Further clarification on Enterprise specific requirements will be presented in the Career Development Period section of the Handbook. As with any expectation, when in doubt, please seek assistance and clarification from staff.

# Career Preparation Period

## Purpose:

The purpose of the Career Preparation Period in Job Corps is :

- To explore and adjust to the Center's norms and expectations
- To learn employability, job search, and computer literacy skills
- To prepare and commitment to your Personal Career Development Plan.
- To focus on personal responsibility and social skills.
- To visit and learn about services available at One Stop Career Centers.

## Expectations:

Career Preparation is a time for you to explore, take the opportunity for self assessment and create the foundation for your Personal Career Development Plan. Because Job Corps is a voluntary program, we build our expectations on choice. Each of you made an important and significant decision to participate in creating options for yourselves by joining the Job Corps program and we look forward to assisting you in your endeavors.

Because Loring provides services and support to 380 students, we do have schedules in place for various areas, to allow us the opportunity to service the needs our entire student population. We thank you in advance for respecting those schedules and arriving on time to any scheduled appointments you may have as being late or not showing up at all has an effect on those students scheduled after you. You will find a group of schedules in Appendix A to include:

- Wellness Center Hours and Services
- Finance Office Hours and Services
- Data Management Office Hours and Services
- Career Management Office Hours and Services

Included with the presentation of the Student Handbook, you have also been provided with detailed information about your responsibilities throughout Career Preparation. Your Career Preparation Training Achievement Record (TAR) outlines those tasks and skills you will be required to complete before you move into the Career Development Period.

One of our greatest expectations of you is for you to ask questions !!! It is your responsibility to clarify, request, and ask again if you have a question or concern.

We are here to assist you in fulfilling your career plan. Your responsibility lies in the making and the doing of your plan. We will challenge you, support you, provide you with opportunities and structure, and yet, we can not do it for you.

Be honest in your self assessment: identify those challenges and barriers, as well as those strengths and skills that will become the foundation for your Personal Career Development Plan. Gather information on the services provided here: medical, dental, personal counseling, conflict resolution, anger management, substance abuse support and other supportive services.

Loring is open 24 hours a day, seven days a week, 365 days a year. It is not uncommon for students to make a personal decision to remain here, participating in our program, and relocate once they have fulfilled their Center goals. It is important for you to communicate your long term goals to the staff involved in your Personal Career Development Plan. The opportunities you create for yourself here are dependent upon what and how you communicate your needs and goals. In order for us to assist you now, in Career Preparation, it is important that your short and long term goals address those needs and challenges you will face as a Program Graduate.

## Benefits:

### **Driver's Education:**

The Driver's Education program will provide classroom and on-the-road instruction for students to obtain a Maine driver's permit and /or license. As part of Career Preparation, our Driver's Education Instructor will meet with you to review your learning needs in this area. Please note that the state of Maine requires a notarized Birth Certificate ( copy is not accepted)

**Introduction to Work-Based Learning:**

All Job Corps students across the nation are expected to participate in an Introduction to Work Based Learning experience. You will automatically be scheduled into Introduction to Work Based Learning on or about your sixth week on Center. We will do our best to match your experience with your goals outlined in your Personal Career Development Plan.

**Social Skills Training (SST):**

Job Corps, as a national program design, has created a curricula designed specifically to create opportunities for you to participate and show competency in independent living, personal responsibility and employability skills. With each evaluation, your skill level is included in your individual assessment by all staff working with you.

**Wellness Support:**

Once on Center, you will have: a complete medical exam within two weeks after your arrival, a complete dental exam between your first 45-75 days on Center, and an eye exam during the cursory exam (if glasses are needed, you will be seen by the Center eye doctor and have glasses prescribed).

The Wellness Center staff includes: a registered nurse, licensed practical nurses, a physician, a family nurse practitioner, a Trainee Employer Assistance Program (TEAP) coordinator, a dentist, a dental hygienist, and a mental health consultant.

We request that you (including non-residential students) set appointments for scheduled medical and dental services. If a Leave for medical or dental issues is needed, please see the Wellness Center for further assistance. Out of respect for your fellow students, we expect that you will arrive on time for all scheduled appointments.

If you have a medical emergency that cannot be handled at the Wellness Center, you will be taken to a nearby hospital.

You must inform the Wellness Center of any medical services and prescriptions obtained off-Center. The Wellness Center must be informed of all medical services rendered, or you will be responsible for paying the expense.

Please Note: In the event of self-inflicted injuries (i.e. horseplay), you will be held fully financially responsible for all expenses incurred.

**Trainee Employee Assistance Program (TEAP)**

The Trainee Employee Assistance Program is designed as a supportive service available to you if you are experiences issues surrounding the use and abuse of drugs and alcohol. For those of you who may have tested positive upon entry into our program, there are mandatory expectations that our TEAP Coordinator will share with you. If you ever would like the support services of TEAP, self referrals are always welcomed by the Wellness staff.

### **Center Smoking Policy**

The Wellness Center provides smoke cessation programs for those of you who want to quit smoking. Smoking has been proven hazardous to one's health and we encourage all to make use of the assistance offered to help them quit. Designated smoking areas can be found outside around the Center. Smoking is only permitted in those areas. Smoking is prohibited in all buildings.

**Maine State Law:** It is illegal for those under eighteen years of age to use or purchase tobacco, or tobacco related products.

### **Career Management:**

If you feel that you have a problem and would like to talk to someone about it, ask to speak with your Career Manager.

The following are some reasons you may want to consult with your Career Manager:

- Progress in academics or vocations
- Assistance in problem solving an issue you are facing
- Homesickness
- Problems adjusting to Center life
- Leave procedure information
- Personal problems at home, or on Center
- Family emergencies

Career Managers meet at least monthly with their students to discuss their adjustment, goals, assist in any problem solving needed, as well as make referrals to other staff, both on and off Center.

### **Performance Evaluations (PE's):**

The Performance Evaluation is a tool which ensures that you are benefiting from the program. You will attend a PE panel within your first 60 days on Center, and approximately every 60 days thereafter. At the meeting, evaluation material from your Vocational Instructor, Residential Advisor, Integrated Academic Instructor (if applicable), and Workplace Supervisor (if applicable) will be reviewed, concerns will be discussed, and goals will be set. You will review and update your Personal Career Development Plan with each Performance Evaluation. The opportunity also exists to review and update any major changes to your plan when you meet monthly with your Career Manager.

### **Leaves/Duty Statuses:**

There are times when life circumstances require you to be excused from your responsibilities on Center. The first person to contact if you have a need to leave Center, except for a weekend pass, is your Career Manager. The Department of Labor has established very specific guidelines for all Centers around Leave statuses. They have also established very specific guidelines around when the Center can pay for your transportation home. If you have any questions or concerns around Leaves, please see your Career Manager for assistance and clarification.

Below is a brief description of the type of duty status available:

#### **Administrative Leave Without Pay:**

There are specific times when you may be excused from your responsibilities on Center. Only under the following circumstances may you be excused:

- Family compassion or hardship (verified)
- Court appearance as a defendant
- Elective medical/dental appointments

You will not be paid for your time off-Center, nor will we pay for transportation costs. Please see your Career Manager for further assistance. If there are specific medical/dental issues, please see the Wellness Center for further assistance.

#### **Administrative Leave With Pay:**

There are specific times when the Center will pay for your time as well as your transportation to and from home. These must be verified through a third party. Please see your Career Manager for further assistance.

- Medical/dental appointments recommended and confirmed through the Wellness Center
- Subpoenaed court appearance as witness/Jury Duty
- Short term active duty in the National Guard
- Circumstances of an urgent personal nature (i.e. interruption in child care services)

- Pending results of a Fact Finding Center Review Board

**Emergency Leaves:**

The Department of Labor has determined the scope of Emergency Leaves. This type of leave also allows you to be paid while gone, as well as pay for round-trip transportation. These leaves must be verified through a third party. Please see your Career Manager for further assistance.

- Death in your immediate family
- Life threatening illness or injury
- Serious illness or injury to your child

*Immediate family is defined as parent, guardian, grandparent, sibling, child, or last surviving relative, or someone acting in lieu of your parent.*

In the event of an emergency situation occurring after normal business hours, please see the Center Duty Officer (CDO) for further assistance. The Center Duty Officer will contact a Career Manager for you.

**Summer/Winter Break:**

The Department of Labor has created two Breaks per year. The Winter Break generally begins with the holiday season, during the third week of December through the New Year holiday. The Summer Break generally begins the last week of June through the second week of July. During these Breaks, you will continue to remain in pay status, and the Center is responsible for your travel costs. A great deal of planning and communication occurs before each on of these scheduled Breaks, with many announcements and information being presented in our weekly Communications Meeting.

**Living Allowance:**

Every two weeks, students receive a Living Allowance. These monies are intended to provide students with an opportunity to buy incidentals, etc. The rate of pay is based upon your number of days you have remained in Paid Duty Status (or Paid Days). The following is a brief description of how much you will receive, after taxes, and with no student indebtedness of fines attached:

1-56	Paid Days:	\$23.01
57-112	Paid Days	\$27.67
113-182	Paid Days	\$37.11
183 +	Paid Days	\$46.03

**Dependent Allotment:** ( add requirements from PRH)

**Clothing Allowance:**

Once you have been in the program sixty (60) days, you are given credit to buy work clothes and personal items such as underwear, socks, and shoes. Clothing trips are scheduled every month through your Enterprise. It is expected that 70% of each of your clothing allotments will be spent on vocational clothing. You will need your Job Corps ID to make your purchases. The amount of credit is based on how many Paid Days, much like your Living Allowance.

<b>Time Frame</b>	<b>Amount of Credit</b>
Between 30-90	\$100.00*
Between 90-270	\$100.00
Between 270-365	\$117.00
Between 14-18 months	\$103.00

\*Includes funds from emergency clothing trip

**Worker's Compensation:**

You are considered covered under the Federal Employee Compensation Act (FECA) for an injury or occupational related illness while enrolled at Loring Job Corps Center. Report any injuries immediately to a staff member. This does **NOT** include injuries that are caused by horseplay or while off Center in unaccountable status.

**Community Living:**

Community Living is your home on Center. Here you are expected to care for yourself, your home, and live in the community with others. The dorm and recreation facilities are where you will live on Center, and enjoy the company of other students. You are part of a team who is responsible for creating a fun, safe, and clean atmosphere. Residential Advisors are on duty, not only to supervise dorms, but to serve as a resource of information to students.

In order for us all to live harmoniously in a community, we have established common expectations and responsibilities:

- Keep your room clean and ready for daily and unannounced inspections.

- Participate in wing cleanup duties, including common areas used by all.
- Change and exchange your bed linen once weekly, in accordance with the linen exchange program.
- Cooperate with and follow instructions given by students in Leadership positions.
- Attend regularly scheduled wing meetings.
- Dress appropriately when leaving your room.
- Play your music at a reasonable level so that it does not disturb others. If it can be heard clearly outside your dorm room, it is not at a reasonable level.
- Abide by the curfew, quiet hours, and dorm clearance times.
- Public displays of affection must reflect a work place atmosphere at all times. If you are unsure of what is appropriate, please request clarification.
- Please do not bring pets of any kind in the residence halls.
- Respect and properly use Center furniture and equipment.
- The selling of products of any kind, unless they are officially sanctioned, fundraising items from SGA, is strictly prohibited.
- Use effective communication – no swearing or yelling, as that tends to make people stop listening, rather than keep them listening.
- Please use doors only to exit or enter a building.
- Respecting each other's differences.
- Wrestling or engaging in horseplay in the residential halls is a serious Health and Safety issue and is strictly prohibited.
- Decorate your room within the Community Living guidelines. We are required by the State of Maine Health and Safety codes for residential halls to maintain specific standards.
- Open your door promptly when a staff member knocks to enter.
- Ensure visitors sign in at the Student Safety Office. Check with the Student Safety Office for weekend visiting hours.
- Students are expected to store their valuables in their locked closets.
- Students may not use personal locks.
- Electrical appliances and other fire hazards including candles, extension cords, and incense are not allowed in students' rooms.

Wing meetings are held every Tuesday and Thursday night at 6:00 P.M.

Stewardship Night begins after the wing meeting on Thursday and ends at 8:00 P.M.

When the Rules are Broken:

- Any damage to room or furnishings, including graffiti, will be charged to student.
- Students will be charged for blankets, sheets, and bedspreads not turned in.
- Students will be charged for lost or unreturned Center-issued keys, at a cost of \$10.00 per occurrence.
- Maine state law states that anyone under the age of 18 with tobacco or paraphernalia (this includes matches and lighters) in their possession, or anyone supplying a minor with such, faces a \$100.00 fine.

### **Weekend Passes**

Weekend passes to leave the Center are earned through the Phase Incentive System. You must apply for the pass with your Residential Advisor by Wednesday at 10:00 P.M. Passes start at 4:00 P.M. on Friday, and end at 10:00 P.M. on Sunday. The pass includes Monday holidays. It expires once you return to center, regardless of the day you return.

### **Leisure Time Employment:**

Those students who have been on Center for at least ninety days and have a positive behavior record are eligible for part-time work in the Caribou or Limestone area. Consult with your Enterprise Manager to avoid any conflicts with the Center's program. You will need to provide your own transportation.

### **Church Services:**

You are welcome to attend area church services. A list of services is posted on the bulletin board. Speak with your RA for transportation arrangements.

### **Mail:**

Mail is distributed to students from 4:00 to 4:30 P.M., Monday through Friday. Please check the Mail List posted in your dorm each day. You may leave mail with the Community Living Secretary for mailing

### **Student Voting:**

If you are 18 or older, you may register to vote in Limestone at the time of election. RAs will keep you informed of the hours the polls are open and where to go. Contact your RA to vote for individuals in your hometown through absentee voting.

### **Community Center:**

This building is the home for such activities as dances, dramas, assemblies, plays, and talent shows. The Student Government Association holds meetings in the Community Center, in the SGA Lounge, every Wednesday at 3:00 P.M.

### **Recreation Center:**

The Loring Recreation Department offers a wide span of recreational facilities to both residential and non-residential students. We encourage you to get at least one hour of physical fitness exercise every week. The recreational facilities are considered excellent, and should meet your leisure time needs.

This complete fitness facility offers a variety of athletic, recreational, fitness and instructional areas. The Fitness Center houses:

- Aerobics Room with two treadmills, two steppers, and a life cycle
- Gymnasium (which houses a regulation basketball court, two side basketball hoops, one full volleyball court, a rock climbing wall, and has a 500 spectator capacity)
- Arts and Crafts Room and Mud Room
- TV Lounge (with large screen TV, VCR, and satellite dish)
- Game Room (with six billiards tables, ping pong table, and foosball)
- Women's and Men's Fitness Rooms (free weights and cardiovascular machines)
- Racquetball Court and Wallyball Court
- Men's and Women's Locker Rooms
- Multi-Purpose Room
- Equipment needed for indoor and outdoor team and individual sports

### **Camping and Day Trips:**

Many trips are held throughout the year. Sign-up sheets will be available in the Fitness Center. Students listed on probation and restriction lists will not be able to attend.

### **Team Sports:**

Loring has Center teams in basketball, softball, volleyball, and roller hockey. If you want to join a team sport, please contact a Recreation staff member.

### **Recreation Leaders:**

Students who have completed Leadership II are encouraged to apply for a position as a Recreation staff member.

### **The SGA Recreation Committee:**

We are always interested in student feedback and suggestions. Please join our Committee and let your voice be heard.

## Phase Incentive System

Loring has a color coded Phase System which encourages and rewards student progress and responsible decision making. Likewise, it has incorporated a phase for those individuals who have shown they may need more structured expectations by the choices they have made. Please ask the Career Preparation Team for specifics within each Phase.

## Incentive System

**Certificates of Completion:** Vocational Completion certificates will be awarded as the monthly awards assembly to those students who achieve a graduate-level completion.

**Outstanding Male and Female Student Award:** The Directors of Community Living and Learning will select two outstanding students each month who have performed exceptionally well in all areas.

**GED/High School Diploma Recognition:** Students who pass their GED, or obtain their high school diploma, will receive recognition during the monthly assembly. 600 Club 700 Club

**Center Director's P.R.I.D.E. Award:** A plaque is presented to the student or group who represents the Center in a positive manner, and displays the characteristics of P.R.I.D.E. (Professionalism, Respect, Integrity, Dedication, and Excellence).

**Leader Recognition:** Outstanding student leaders will be honored at the monthly awards assembly. A quarterly Leader Appreciation Day will allow further recognition of student leaders, with items such as jackets and shirts, as well as outings.

**Other Assorted Awards:** Recognition in respective areas will be in the form of pocket calculators for math, and dictionaries for reading accomplishments. Essay contest winners will have their work published in the Center newspaper. In vocations, certificates will be awarded for high levels of success, and mastery of skills. Those who master the skills and show a positive attitude will be rewarded by becoming a Student Leader.

## Student Government and Leadership

The Student Government Association (SGA) at Loring Job Corps Center gives you a voice in the programs, activities, and some of the rules that govern the Center. This effort is only as effective as you make it.

## Student Government Officials and Committees

A President, Vice President, Secretary, and Treasurer will be elected by the student body every six months. Each dormitory wing will elect Senators to represent their wing at SGA meetings.

To become eligible to be an elected official in student government, you must be enrolled in the program for at least sixty days; be a positive student; perform satisfactorily in education, vocation, and community living; and have no major incidents report in two months prior to being elected. How long those a student need to be on center to run for election?

SGA committee meetings are held bi-weekly, and are open to the student body. If you want your voice heard, attend the meeting, or participate in the following committees:

**Wellness Center:** Meets bi-weekly with the Manager of the Wellness Center to provide feedback and input on the students' perception and understanding of the services provided by the Wellness Center.

**Student Conduct:** Meets bi-weekly with the Student Human Resources Manager to discuss the rules and regulations for student behavior on Center.

**Recreation:** Meets bi-weekly with the Recreation staff to provide suggestions for activities

**Dining Services:** Meets bi-weekly with the Food Services manager to discuss the selection of menus. We are always interested in recipes, etc that will increase our variety.

**Education and Training:** Meets bi-weekly with Education and Training Director to give feedback and recommendations for the education and vocational programs.

**Community Safety:** Meets bi-weekly with the Safety and Security Manager to discuss concerns of safety issues throughout the Center.

**Community Living:** Meets monthly with the Community Living Director to give feedback and recommendations for the Community Living programs.

**Diversity:** Meets bi-weekly with students to plan activities celebrating our diversity on Center.

**Retention Committee:** Meets bi-weekly to address issues and problem solve issues impacting students' stay.

## Student Emergency Loan Fund

The Student Government Association oversees funds acquired by student fines, vending machines, student stores, and other fund-raising activities. The proceeds raised will fund student activities and emergency loans for students.

To receive a loan, you must:

1. Have been on Center for at least 30 days.
2. Be receiving a regular paycheck from Job Corps.

*Loans are dependent on the amount of funds available.*

Students may, in emergencies only, request through the SGA up to \$30.00, which can be deducted from paychecks.

## Leadership Program

**Leadership I:** All students participate in the first part of the Leadership Program. It is here that you learn about Student Government, voting rights and registration, Center leadership roles, and other leadership discussions.

**Leadership II:** This part consists of classes for those students who choose to assume leadership positions on Center. Classes provide further information for being an effective student leader.

**Student Leaders:** Students who have been on Center for at least 60 days, have an acceptable behavior record, and have completed Leadership II may apply to be Student Leaders. Additional requirements for the part-time, unpaid work assignments vary from job to job. Students who successfully perform their duties will be eligible for special dinners, field trips, and other special activities.

**Dormitory Leadership:** Each wing will elect a Wing Leader, Assistant Wing Leader, Secretary/Treasurer, Stewardship Leader, Assistant Stewardship Leader, Linen/Supply Clerk, and Safety Leader.

## Resources/Problem Solving:

We encourage all students to ask many questions and request clarification on any problem that they encounter here at Loring. Because we are designed as a workplace, it is important to follow the lines of authority in requesting assistance in problem solving. If you are unsure of who to see, please reference the “**Who Do You Ask ?**” found in the back of your Student Handbook/Resource Manual.

In Career Preparation, we expect many questions. Any of your Instructors, Career Manager, or the Career Preparation Supervisor can assist you.

## FAQ:

### **What if there is an Emergency at home?**

If you receive word from home that there is an Emergency, please see your Career Manager.

### **What if I need clothes?**

If you arrive on Center and find that you need work place clothing, please see your Residential Advisor.

### **What if the vocation I want is full?**

If you choose a vocation that is full, you will be placed on a waiting list to enter. If you have been in your 2<sup>nd</sup> choice vocation less than 60 days when an opening occurs, then you will move into your 1<sup>st</sup> choice. In the event that you have been in your 2<sup>nd</sup> choice vocation for more than 60 days, you will be expected to complete a minimum of a A level completion.

# Career Development Period

## Purpose:

Most of your time on Center will be spent in the Career Development Period. It is here that you will be expected to:

- Learn a trade
- Achieve academic goals
- Learn communication, problem solving, and social skills
- Continue to work on employability, job search, and computer skills
- Begin job search
- Prepare for independent living
- Participate in the operation of the center through your work enterprise
- Participate in a paid or unpaid Work Based Learning experience for up to six months.

The amount of actual time spent in Career Development is dependent solely upon your need and goals. Although there are “average time lines”, each are adjusted to your specific needs and where you begin your educational process.

## Benefits:

### **Enterprise Management:**

Loring believes that all students learn best by doing authentic work. For example, if you have chosen CulinaryWORKS, your learning experience is completed by participating in running the Dining Hall. Loring has clusters of vocations, divided into Enterprises. A detailed over view is provided below.

### **Vocational Overview**

- The expectation for all students enrolled is that you attain the highest level of training possible within their vocation, obtain their GED/High School Diploma, pass any certification requirements and complete Driver’s Education to ensure sustainable employment upon completion.

## **Construction Works**

**Prerequisites** - Should be 18 years of age at the time of graduation in order to obtain a job in construction due to insurance reasons. Participants should be physically able to perform lifting, climbing and work in challenging environments.

**Carpentry:** Involves most aspects of new home construction to include framing, sheathing, installing window/doors, roofing and finish work.

\*Diploma Level: Carpenter's Helper - Level (B) which can be obtained in 6-14 months.

**Electrical:** Involves residential/commercial wiring to include basic wiring, entrance panels, conduit and installation of light fixtures and receptacles.

\*Diploma Level: Electrician's Helper - Level (B) which can be obtained in 6-14 months.

**Painting:** Instruction in finishing dry wall to include taping/mudding, application of primers, base and finish coats of paint. Painting trim and application of wall covering and borders are also part of the curriculum.

\*Diploma Level: Painting Technician - Level (B) which can be obtained in 3-9 months.

**Masonry:** Instruction in concrete flatwork to include pouring slabs, stamped patios, scaffolding and vertical concrete walls. Course does not include brick and block work.

\*Diploma Level: Concrete Helper - Level (C) which can be obtained in 8-12 months. Highest level of completion is Concrete Technician - Level (A) which can take 11-14 month.

## **MEDICAL Enterprise:**

**Certified Nurse Assistant (CNA):** Training consists of classroom and clinical instruction in nurse assisting. This training includes the care of nursing home residents and the medical aspects of the nursing field. Successful completion of classroom and clinical instruction are required for certification eligibility.

\*Diploma Level: Certified Nurse Assistant - Level (A) which can be obtained in 4-6 months.

**Medical Insurance Billing/Coding:** Includes training in health insurance claim forms, preparation of Eligibility of Benefits (EOB) statements, medical service coding and transcription of medical provider's written documents.

\*Diploma Level: Medical Billing/Encoding Clerk - Level (A) which can be obtained in 5-7 months.

**Medical Receptionist:** Includes training in medical office procedures such as answering phones, taking messages, typing letters, medical forms software and customer service.

\*Diploma Level: Medical Receptionist - Level (A) which can be obtained in 5-7 months.

**Medical Records:** Includes training in medical office procedures such as filing records, medical forms software and customer service.

\*Diploma Level: Medical Records Technician – Level (A) which can be obtained in 5-7 months.

**Medical Transcriptionist:** Includes training in transcription equipment operations, computer operations and medical terminology.

\*Diploma Level: Medical Transcriptionist – Level (A) which can be obtained in 5-7 months.

## Auto WORKS

**Commercial Drivers Licenses (CDL):** Prerequisite: Must be 18 years old to enter training program. A Driver's license is not required for entrance into program; however, your right to operate must **not** be suspended in any state. Training covers vehicle familiarity, state and federal traffic laws and Department of Transportation (DOT) operator requirements.

\*Diploma Level: Vehicle Operator - Bus (B) which can be obtained in 4-6 months. The highest level of completion is a full CDL License.

**Diesel/Auto Gas Repair:** Involves extensive training in engine assemblies and fuel delivery systems, including familiarization with engine and chassis lubrication, wheels and breaking system maintenance and general automotive repair.

\*Diploma Level: Automotive Technician – Level (B) which can be obtained in 5-7 months for both Diesel and Auto/Gas repair.

## Culinary WORKS

**Culinary Arts:** Basic instruction in food preparation/handling and sanitation in both a dining hall and restaurant setting. The basic level is Food Handler – Level (A) training which takes approx 3-4 months and is conducted in the Loring Job Corps dining facility. This includes early morning and afternoon rotations.

\*Diploma Level: Preparation Cook 1 – Level (B) which can be obtained in 7-10 months. The highest training level is Preparation Cook 2 -Level C which can be obtained in 7-12 months.

## Rec WORKS

**Outdoor Recreation:** Instruction is based on providing opportunities for students to become outdoor leaders. Includes training to guide or instruct seasonal activities such as whitewater rafting, skiing, rock climbing, canoeing, swimming and team building.

\*Diploma Level: Summer Component – Level (B) or Winter Component – Level (C) which can be obtained in approximately 6-8 months. The highest level of completion is Level (D) which covers all four seasons which can be obtained in 8-10 months.

## Tech WORKS

**Computer Tech:** Intensive instruction in computer service repair of desk top computers. Instruction is based on the A+ Certification Manual and is used as a course guide. Advanced students are selected as student employees in the enterprise Terabyte Computer Service Center and perform routine repair calls on center. Prerequisites: Must be a Level (B) completer to transfer into the **Networking** course.

\*Diploma Level: Computer Service Repair Technician – Level (A) which can be obtained in 5-7 months. Students are encouraged to sit for the National A+ Certification Exam. The highest level of completion is Networking - Level (C).

**Web Page Design:** Instruction in HTML and in depth training in graphics software to include ADOBE, Dream Weaver, Fireworks and Flash.

\*Diploma Level: Web Page Designer – Level (B) which can be achieved with in 4-6 months. The highest level of completion is Web Master – Level (C).

### **Advanced Career Training (ACT)**

Loring Job Corps Center actively encourages all students to continue their education to their highest attainment. The Center has agreements with University of Maine at Presque Isle and Northern Maine Technical College. We have a limited number of ACT slots available to students who meet the following criteria:

- \*Diploma Level completer in vocation
- \*TABE scores of 559 in Reading and 560 in Math
- \*Recommendation from Enterprise Team
- \*Applied for and accepting of Financial Aid
- \*Accepted to University of Maine at Presque Isle or Northern Maine Technical College
- \*Fulfilled the application process for Fall semester by July 15<sup>th</sup>
- \*Fulfilled the application process for Spring semester by November 15<sup>th</sup>

### **Integrated Academics**

The Integrated Academic program provides you with the training you need to improve skills in reading, mathematics, and writing and GED or High School Diploma preparation. This program will:

- Prepare you to pass their GED, gain high school credit, or to provide an opportunity for you to obtain a High School Diploma.
- Give high school graduates a chance to further their skills.
- Give those considering college a chance to study college level courses.

The Test of Adult Basic Education (TABE) is very important. You should do your best every time you test. The results of your TABE test will be used as a placement tool to assist in individualize your schedule based upon your Personal Career Development Plan (PCDP).

You will be scheduled into academics and all area vocations based on your TABE scores.

For example: If you need little work in math and reading, more of your time will be scheduled in your vocation. If you need more work to bring your reading and math skills up to expected standards, more of your time will be scheduled in academics, and less in your vocation.

It is important to share any learning challenges you have or styles of learning that work well for you. We strive to work together to create an individual plan based upon your needs. If you have any questions about how we can best help you, please speak with your Career Manager or your instructor(s).

### **High School Diploma:**

In order to qualify for a Collaborative High School Diploma, the following requirements must be met:

- Pass TABE test with 559 in Reading and 560 in Math
- Pass Pre-GED qualifying exams with a minimum subject score of 410 and an overall average of 450
- Pass the state GED Exam
- Complete Intro to Work Based Learning
- Complete 10 hours of off Center Community Service
- Achieve a 3.0 or higher on their Performance Assessment Project using standards of Enterprise rubric
- Be in good Center standing
- Be recommended by Enterprise Manager to be a HSD Candidate to the Director of Learning.

We also offer high school credits for completion, to be transferred to your local high school. Please see the Director of Learning for further assistance.

### Expectations:

What is Expected of You:

- Be to class on time.
- Use a pass when you must leave your assigned area.
- Give your best effort in class.
- Show mutual respect to all students and staff.
- Do not curse, or use vulgar or discriminatory language.
- Follow all safety rules and regulations.

- Dress appropriately for the workplace.
- Take care when using Center books, supplies, and equipment.
- Use proper sign-out procedures for books and equipment. Return them promptly.
- Do not bring your cassette or compact disc player, or your radio out of the dorm.
- Return promptly from breaks.
- Take pride in your co-worker's and your accomplishments.

## Resources/Problem Solving:

We encourage all students to ask many questions and request clarification on any problem that they encounter here at Loring. Because we are designed as a workplace, it is important to follow the lines of authority in requesting assistance in problem solving. If you are unsure of who to see, please reference the “**Who Do You Ask ?**” found in the back of your Student Handbook/Resource Manual.

Each Enterprise has a designated Enterprise Manager. The Director Of Learning oversees the following Enterprises: TechWORKS, Medical Support WORKS, and Culinary WORKS, and the academic program of ConstructionWORKS. The Director of Community Living Director oversees RecWORKS. For assistance with Career Management, the Director of Career Development Services is the next step in the chain of command.

## FAQ:

### **What if I want to change vocations?**

If you have made a commitment to your 1<sup>st</sup> choice trade, it is a rare occasion when a student changes vocation. It is usually due to a medical condition that prevents a student from completing. If you desire to broaden your education, requesting a second vocation, as long as it is part of your career path and you are a student in good standing, is done through your career manager.

### **What if there are problems with my pay?**

During each pay line, Data Management staff have a form to fill out, requesting research and clarification on issues. Please see any staff person during pay line to be directed to the appropriate person.

### **What if I want to take a Leave?**

The Department of Labor has very strict guidelines outlining when, and under what circumstances, a student may take Leave. Please see your Career Manager for details.

## Career Transition Period

### Purpose:

The purpose of Career Transition is to create an opportunity for you to transition from Center to your chosen community. Your goal during this period is to create a long term plan that identifies and addresses your needs for long term stable employment.

You will include in your plan the following:

- Job search, College, or Advanced Training
- Housing needs- both short and long term
- Transportation needs
- Child care needs (if applicable)
- Support services (if applicable)
- Connect with your assigned Field Coordinator to assist in obtaining needed services.

### Expectations:

As a student nearing the end of their stay, it is expected that you have mastered all the skills necessary to obtain long term employment. These skills include such things as: Technical skills, Social Skills, and Employability Skills. You will be expected to use these skills on a daily basis.

The first step to becoming a Program Graduate and moving into the Career Transition Phase is:

## Employability Assessment Panels

As you near the end of your training at Loring, you will be referred by your Enterprise to the Employability Assessment Panel. This Panel works with you to outline a Transition Plan that includes such things as job placement, assessment of housing needs, child care, transportation, etc. You will work with the Career Transition Manager and Field Coordinator for up to two months before separating as a Program Graduate from Loring.

It is our goal for all Program Graduates to leave Loring with a solid, long term plan, enabling them to achieve long term success.

*To be a graduate, you must have:*

- Completed the Academic Program, and have earned your GED or high school diploma
- Completed at least one vocation with vocational verification, and a work-based learning certification
- Know and demonstrate the Thirteen Employability Skills
- Have a good record regarding behavior and incidents

## Graduation

Loring Job Corps Center holds graduation ceremonies twice a year. As a graduate, you will be invited to come back on Center to participate. You will have the opportunity to wear a cap and gown, and stand tall in front of the Center students, staff, and your guests.

## Transitional Services

Transitional Services are determined by your commitment to the program, the manner in which you are separated, and what level of completion status you have gained.

### ***Program Graduate***

As a Program Graduate, you are entitled to transitional services for one year after your initial placement into a job, college, or the military. After you leave the program, your Field Coordinator will periodically contact you with information, and will continue to offer support and services.

To qualify as a Program Graduate, you must have 106 days in paid status, have arrived with or received your GED or high school diploma, and have received a bonus level completion in your vocation. Once you have fulfilled the above, you qualify for transitional funds. A Zero Tolerance termination will void your status of Program Graduate.

***Former Enrollee***

As a Former Enrollee, you qualify for 90 days of transitional services. We offer support, job leads, and referrals to support services in your community from the Center.

To qualify as a Former Enrollee, you must be enrolled for more than 60 days, and not have completed any aspect of the program. You do not qualify for any transitional funds.

***Uncommitted Student***

As an Uncommitted Student, your transitional services are simply a referral to a One Stop Career Center in your community. You do not qualify for any transitional funds.

To qualify as an Uncommitted Student, you must separate before 60 days, or be a Zero Tolerance termination. Even if you have completed a variety of program elements, you will not qualify for transitional services of funds if you are a Zero Tolerance Termination.

**Transitional Funds**

As a **Program Graduate**, you will receive Transitional Funds of \$1200 before taxes. In order to qualify to receive 90% of these funds immediately upon leaving Center, you must have verified employment. The following 10% will be forwarded to your Field Coordinator. It is extremely important that you continue to have contact with both the Center and your assigned Field Coordinator. If at any time you relocate, please let us know as this will change your assigned Field Coordinator. We will assist you in identifying your new Field Coordinator.

If you separate from Center as A Program Graduate, yet are still seeking employment, you will then qualify for 50% of your Transitional Funds, with the balance being forwarded to your assigned Field Coordinator.

**Resources/Problem Solving:**

The Career Transition Manager becomes part of your Team after you have been assigned a Separation Date. The role of the Career Transition Manager is to be the bridge between the Center and the service providers out “ in the field” If there are any changes to your Plan, or you need assistance in identifying resources, the Career Transition Manager is your first point of contact.

## FAQ:

### **What if I need money from my Transitional Funds?**

Because the Department of Labor has outlined specific uses for Transitional Funds, namely transitioning into your chosen community, it is a very rare circumstance where Transitional Funds may be used before you leave Center. Please see your Career Manager or the Career Transition Manager for specifics.

### **How do I find employment before I separate?**

As part of all Transition Plans, an opportunity to return to your chosen community for an initial job search, as well as meet with your Field Coordinator occurs. It is our goal that you separate from the Program with solid employment opportunities, as well as all services you may need identified and in place.

## Glossary of Commonly Used Terms and Acronyms

### A

ACT	Advanced Career Training
AIDS	Acquired Immunodeficiency Syndrome
AWOL	Absent Without Leave

### C

CD	Center Director
CDP	Career Development Period
CDSM	Career Development Services Manager
CDSS	Career Development Services System
CIS	Center Information System
CM	Career Manager
CMHC	Center Mental Health Consultant
CMI	Computer Managed Instruction
CPP	Career Preparation Period
CRB	Center Review Board
CRC	Community Relations Council
CT	Career Transition
CTP	Career Transition Period
CTS	Career Transition Services

### D

DOB	Date of Birth
DOE	Date of Enrollment/Entry
DOL	Department of Labor

### E

EEO	Equal Employment Opportunity
EO	Equal Opportunity
ESL	English as a Second Language

### G

GAO	Government Accounting Office
GED	General Education Development
GR	Grievance Report

**H**

HBI Home Builders Institute  
 HIV Human Immunodeficiency Virus  
 HRM Human Resource Manager  
 HSD High School Diploma

**I**

IEP Individualized Education Plan  
 INS Immigration and Naturalization Service  
 IT Information Technology  
 IWEP Industry Work Experience Program

**J**

JACS Joint Action in Community Service  
 JTM Job Training Match

**L**

LMI Labor Market Information  
 LRC Learning Resource Center

**M**

MAC Morning Accountability Check  
 MMR Measles, Mumps, and Rubella  
 MSWR Medical Separation With Reinstatement

**N**

NTC National Training Contractor

**O**

OA Outreach and Admissions  
 OA/CTS Outreach/Admissions and Career Transition Services  
 OBS On Board Strength  
 OMS Outcome Measurement System  
 OSHA Occupational Safety and Health Administration

**P**

PCDP Personal Career Development Plan  
 PE Performance Evaluation  
 PRH Policy and Requirements Handbook

**R**

RA Residential Advisor

**S**

SAAS	Student Allowance and Allotment System
SGA	Student Government Association
SHRM	Student Human Resources Manager
SPER	Student Performance Evaluation Record
SSN	Social Security Number
SSS	Student Satisfaction Survey
SST	Social Skills Training
STD	Sexually Transmitted Disease
STW	School to Work

**T**

TABE	Test of Adult Basic Education
TAR	Training Achievement Record
TCU	Transportation and Communication Union
TEAP	Trainee Employee Assistance Program

**V**

VST	Vocational Skills Training
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**W**

WBL	Work Based Learning
WIA	Workforce Investment Act
WICS	Women In Community Service

**Z**

ZT	Zero Tolerance
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